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TRAVEL DATA SHEET COVERING PERMANENT CHANGE OF STATION

1. NAME _____ 2. DATE _____

3. ORIGINATING STATION: _____ 4. DESTINATION STATION: _____

5. Employee is scheduled to Depart _____ (Actual Departure time to be furnished by employee upon arrival at destination)

6. Authorized Mode of Travel:

_____ Common Carrier	_____ Government Transportation	_____ Privately Owned Auto
_____ Air	_____ Air	at _____ cents per mile
_____ Rail	_____ Motor	Not to exceed cost
_____ Vessel	_____ Vessel	by Common Carrier
		More Advantageous to the Government

7. _____ Employee due no per diem for duty prior to departure from originating station.

_____ Employee paid per diem through _____ Additional per diem pay to time
(Date and Hour)
of departure or to expiration of _____ calendar days, whichever is earlier, as follows: _____ days at _____; and _____ days at _____.

8. _____ No delay enroute has been scheduled. Delay enroute has been scheduled as follows.

_____ Place(s)	_____ Period(s)	_____ Purpose(s) (Indicate "Duty" or "Leave")
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9. _____ Transportation was purchased by government from _____ to _____
via _____ in the amount of _____
from _____ to _____ via _____
in the amount of _____. Charges transferred to destination on T/A _____ dated _____. Travel is scheduled via lowest first class accommodations available.

_____ Transportation was purchased by government from _____ to _____
via _____ in the amount of _____ of which _____ is excess
Excess has been paid by employee.
Excess to be collected from employee. Charges transferred to destination on T/A _____ dated _____.

10. Employee's dependents authorized to travel with employee within one year, as follows: (Give relationship and age of each dependent and, if authorized travel differs from employee's travel in any respect, give details).

11. _____ No travel advance was made to employee:
_____ Travel advance was made to employee in the amount of \$ _____ and charge transferred to destination station T/A _____ dated _____.

12. Remarks:

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